

## **POSITION VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Police Dispatcher

**DIVISION:** Law Enforcement,  
Central Communication Center

**POSITION NUMBER:** 00148

**HIRING RANGE:** \$23,999 –\$27,500

**WORK DESCRIPTION:** Responsible for radio communications for the Law Enforcement Division of the Marine Resources Commission. Operates all radio communications equipment, answers and transmits radio and telephone messages between VMRC vessels, vehicles, aircraft, as well as vessels and vehicles of other local, state, and federal agencies. Will receive and assist the public during the day shifts. Performs data entry, some typing of letters and reports, and filing. Hours of operation are 24/7.

**DESIRED QUALIFICATIONS:** Must be flexible, able to work varied hours (all three shifts), on a rotating schedule; have proven ability to effectively communicate with all levels of people, speak clearly and concisely and be able to maintain composure during periods of emergency. Must have a high school education or General Equivalency Degree, demonstrated experience with radio systems, **prefer VCIN, NCIC certified**. Must be able to use a personal computer for data entry and clerical support and successfully pass a criminal background check. Physical activity requires some light lifting, walking, bending, stooping, and sitting.

**WORK LOCATION:** Marine Resources Operations and Communications Center  
30 Jefferson Ave., Newport News, VA

**POSITION AVAILABLE:** Immediately

**APPLICATION DEADLINE:** 5:00 P.M., Friday, May 16, 2008

**A COMPLETED STATE APPLICATION FORM 10-012 IS REQUIRED AND IS AVAILABLE AT ANY STATE AGENCY OR ON THE STATE WEBSITE**  
**<http://jobs.virginia.gov/> (NO FAXED APPLICATIONS WILL BE ACCEPTED)**

**INTERESTED PERSONS PLEASE APPLY TO:**

Marine Resources Commission  
2600 Washington Avenue, 3rd Floor  
Newport News, VA 23607  
Attn: Director of Human Resources  
(757) 247-2200

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